

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**  
**July 30, 2020 at 8:30 a.m.**  
**Lancaster County Health Department, Lower Level Room 212/213/214**  
**3131 O Street, Lincoln, NE**  
**or via Zoom: <https://lincolnne.zoom.us/j.6899253335>**

**Minutes**

Board members present: Tim Bornemeier, Carol Swigart, Julie Panko Haberman, Randy Sterns, Diane Tamme Stinton, Leon Holloway, Chris Callihan, Matt Scott, Vi See, Jessica Bergmann, Connie Daly, Travis Beck, and Pat Haverty

Members absent: Ashley Krajewski, Jane Goertzen, Sherla Post, Jessica Greenwald, Steve Jones, Joanne Pickrel, and, Sue White; Rod Armstrong and Paul Illich via Zoom

**Board Consultants:**

Gary Targoff, Regional Planning via Zoom  
Shirley Carlson, Compliance Coordinator

**Equus Workforce Services Staff:**

Debra Giordano, Workforce Solutions via Zoom  
Andy Huls, Equus  
Terry Eklund, Project Director, Equus  
Cherisa Price-Wells, Regional Director, Equus  
Lori Loseke, Account for Equus, via Zoom

**City of Lincoln Staff:**

Dylan Wren, Mayor's Office  
Alyssa Martin, Mayor's Office  
Margaret Blatchford, Law, via Zoom  
Tom Lannin, Finance

The meeting was called to order at 8:33 a.m. by Tim Bornemeier, Chairperson who announced that the meeting was being conducted in accordance with the Nebraska Open Meetings Act. A copy of the Act was available in the meeting room. Notice of this meeting was published in the Lincoln Journal Star on July 18, 2020 and was posted on the City of Lincoln's website and on the Board's webpage.

Attendance was taken by roll call; thirteen (13) of the twenty-four (22) members of the Board were present (Bornemeier, Swigart, Haberman, Sterns, Temme Stinton, Holloway, Callihan, Scott, See, Haverty, Bergmann, Day, and Beck) which constituted a quorum. Krajewski, Goertzen, Greenwald and, White were absent. Rod Armstrong and Paul Illich attended via Zoom.

**Approval of Minutes**

Minutes from the July 18, 2020 Board meeting of the Greater Lincoln Workforce Development Board were reviewed. These minutes had been sent by email to the Executive Committee members previously and were posted on the City of Lincoln's and Board's webpages. Members indicated unanimous approval by voice vote and the motion passed approving the minutes.

### **Board Vacancies**

Travis Beck has accepted a new position and will no longer be able to serve on the Board as the government representative. The Nebraska Department of Labor will nominate your replacement to the Mayor. Melissa Carpenter has resigned from the Board. The Mayor's office will fill both positions.

### **Operations Update**

Andy Huls and Terry Eklund reported that the previous 3 fiscal years had areas of concerns. First concern was surveys and getting feedback from customers. American Job Center (AJC) has significantly increased surveys past fiscal year. AJC surveys are now more detailed to gather better data. Another concern is that they have made fewer referrals in the past fiscal year. AJC is working to improve referral process with a goal of increasing referrals. Improvements from this past fiscal year include Youth Saunders county enrollments, the Adult try out jobs. They did not meet the dislocated workers goals. Three main goals for improvement moving forward are performance, enrollments, and expenditures. Continuing staff development and mentoring initiatives.

Comments from the Board relating to concern about expenditures. Recommendation for AJC to take a hard look at expenditures. Terry Eklund suggests short-term training, such as CDL or certain health care training, is more effective for putting customers into jobs more quickly. Other concerns mentioned incarcerated population outreach and English as a Second Language (ESL) outreach. Eklund states that they are working to help those populations.

Board would like to see a plan about how the expenditures will be controlled in the future.

### **New Chairperson**

Ashley Krajewski has asked to step down as chairperson for the Strategic Initiatives Committee. Any members who are interested in seeking this position are to see Tim Bornemeier or Dylan Wren after the meeting.

### **Vision Initiatives**

Dylan Wren reported that they have been putting together initiatives for the year. They include supporting the employers, empowering the jobseeker, helping jobseekers with financial education, and improving digital services. This is an internal document to reference when making decisions.

A member comments that they should ask others in the community to help with this. Tim Bornemeier suggests that this is a takeaway for this meeting and that Dylan Wren get some more input and bring an updated Vision Initiative to the next Board meeting. Dylan Wren will email the document out to the members for their input and edits.

Motion to adopt a Vision Initiatives document by Tim Bornemeier and the motion was seconded. The motion passed by roll call vote 14-0.

### **Effectiveness and Continuous Improvement**

Travis Beck reported that the Board is required to evaluate the effectiveness of the AJC and WIOA programs. In an effort to better evaluate the programs' effectiveness some of the ideas included using evaluators, called Secret Shoppers, who would be trained and sent into the AJC with specific tasks to evaluate the AJC as an average customer. AJC Best Practices would provide research and best practices relating to customer flow, referral processes, and other issues. Other options would be Focus Groups conducting short online surveys to assess staff and customer satisfaction, as well as employers that have utilized AJC services in the past. A Job Seeker Focus Group would collect feedback on services not evaluated in the Secret Shopper program.

Andy Huls reports that a Business Focus Group would be most helpful. Members had comments and questions relating to the various program options and how they may be helpful to the AJC and/or WIOA.

Motion to start the bidding process to evaluate the effectiveness of the American Job Center and WIOA Title 1B programs by Tim Bornemeier. The Board has been advised not to adopt a Request for Proposal (RFP).

Vi See moved approval; and motion was seconded. The motion passed by roll call vote 14-0.

A subcommittee will be formed. Any individuals who wish to be on that subcommittee are to speak with Tim Bornemeier or Dylan Wren.

#### **Website Redesign**

Connie Daly reported that the current website is inadequate and the board needs a new website with the goal of scheduling options and more interactive features. A decision relating to merging the Youth and Adult Dislocated Worker programs on the website needs to be made. Currently the Youth program website is separate.

Members had discussion relating to the various needs of the websites for both Youth and Adult services as well as Youth branding that has been promoted in the past.

Motion to start the bidding process to redesign the website and this will include the Youth program site. Travis Beck moved; Chris Callihan seconded the motion. The motion passed by roll call vote 14-0.

A subcommittee will be formed. Any individuals who wish to be on that subcommittee are to speak with Tim Bornemeier or Dylan Wren.

#### **Monitoring Review**

Rod Armstrong reported that the Compliance and Accountability Committee reviewed invoices for February 2020. There were some concerns relating to documentation for expenses. It has been discussed with Equus and they are working to make corrections. It is recommended that there is more accountability in following procedures. Rod Armstrong lists four specific recommendation from the Compliance and Accountability Committee.

The Compliance and Accountability Committee recommends:

1. Equus will have 15 business days from the provision of this report to respond to these findings with additional documentation. If information is not received within that time frame that supports removing the cost or allowing for more time to provide documentation, then the cost will be disallowed and appropriate correction to the ledger entries will be needed.
2. A corrective action plan must be submitted within 15 business days from the provision of this report that addresses the repeated mishandling of payments.
3. Equus will participate in monthly review of payments conducted by the fiscal agent and compliance coordinator until further notice.
4. All invoices being submitted must include a ledger breakout to identify specific expenses.

Members had discussion relating to corrective actions, Equus' role, and oversight.

Motion to accept the Compliance and Accountability Committee recommendations. Randy Sterns moved approval; Travis Beck seconded the motion. The motion passed by roll call vote 14-0.

### **Corrective Action Plan**

Rod Armstrong reported that they are failing 3 of the required Youth program metrics. The goal for Youth enrollment in 2019 was not met. As a corrective action, the Compliance and Accountability Committee recommends that Equus will have 15 business days from the provision of this report to submit a corrective action plan for achieving enrollment goals and proactively working towards positive outcomes for customers. Rod Armstrong will send a memo to Equus advising them of the Board's actions.

Motion to accept the Compliance and Accountability Committee recommendations. Travis Beck moved approval; Matt Scott seconded the motion. The motion passed by roll call vote 14-0.

### **Service Provider Contracts**

Dylan Wren reported that the current service agreements expired June 30, 2020. Agreements need renewed effective July 1, 2020. A letter of intent to contract was issued on June 26, 2020 to continue service provision.

Members had comments and questions about performance incentives and expenditures.

Motion to extend the current service provider contracts for One Stop Operator, Adult and Dislocated Worker Programs, and Youth Programs for the Year 2020. Minor modification may be made to the contract that do not affect the dollar amount. Matt Scott moved approval; Chris Callihan seconded the motion. The motion passed by roll call vote 14-0.

### **Funding Agreements**

Dylan Wren reported that the estimated infrastructure costs are similar to last year with the exception of purchasing additional laptops and supplies for disinfectants and other COVID-19 related supplies.

Members had comments and questions about staff pay and other budget line items.

Motion to authorize Dylan Wren to negotiate agreements with One-Stop Partners. Randy Sterns moved approval; Connie Daly seconded the motion. The motion passed by roll call vote 14-0.

Amended motion to accept the 2020 Funding Agreement Budget. Matt Scott moved approval; Chris Callihan seconded the motion. The motion passed by roll call vote 14-0.

### **American Job Center Relocation**

Carol Swigart reported that the AJC has been making several site views and virtual tours. The City bidding and procurement procedures will be followed and all bids will be considered. The plan is to begin receiving bids process by August 14, 2020, and begin reviewing by October 5, 2020, and make a recommendation by the end of October 2020.

Motion to approve allowing the bidding process to begin. Chris Callihan moved approval; Tim Bornemeier seconded the motion. The motion passed by roll call vote 14-0.

### **Public Comment**

There was no public comment.

### **Upcoming Meetings**

All upcoming meetings will be posted on the Workforce webpage

There being no further business, Tim Bornemeier adjourned the meeting at 10:14 a.m.